

October 8, 2013

3:30 PM

Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of Newport City Hall. In attendance were Committee members Jim Hawley (Committee Chair), Jeff Bertuleit, Doug Nebert, and Mark Watkins. Absent was Thomas Knott. Also in attendance were: Interim City Manager Ted Smith, Engineering Technician Melissa Román, Committee staff Bob Fuller (Public Works), City Council liaison Ralph Busby, Derrick Tokos from Community Development, Tim Gross from Public Works, and Dave Morgan from News Lincoln County.

- I. Call to order.
The meeting was called to order at 3:30 PM by Chair Jim Hawley.
- II. Approval of September 10, 2013 minutes.
Motion was made by Burtuleit seconded by Nebert to approve the minutes.
Motion carried unanimously in a voice vote.
- III. Report on Airport Operations by Interim City Manager Ted Smith.
Smith advises the Coast Guard purchased about 7,000 gallons of fuel over the past month, including five night ops. It is unknown when their fueling facility will be operational. They are paying the retail rate for fuel since there is no contract as yet. In other areas, the prist unit was recalibrated, and staff is involved in geese hazing to remove them from the operations areas.
- IV. Derrick Tokos: Emery property infrastructure.
Tokos passed out a map detailing Emery easement area. He said Will Emery advised the City does not have a current easement to the MALSR site at the north end of the airport and no guarantee of US 101 access. He further advised he was not able to locate a current easement agreement. There is no specific timeline for resolution.
- V. Tim Gross: Infrastructure possibilities at the airport.
Gross briefed the committee on the intertie project at 71st St. with City water and Seal Rock water. He noted that although the intertie will provide city water to the AARF station, the airport needs infrastructure from the AARF station to the airport. Regarding a sewer pump station, Gross said Surfland is interested in connecting to city sewer; however, the issue with a pump station for the airport is demand, which is low. Without demand, there is no justification for building a pump station. He advised the intertie is proposed within the next year; the funding is there but need to get easements in place. Burtuleit asked Román if it was possible to get an estimate of costs to connect the airport to the AARF water line once it is in

place. She advised any cost estimates would be very broad; additionally, FAA has issues with a pump station on airport property since the land was purchased with public funds. Burtuleit mentioned there is a small piece of private land near that area that may be appropriate for a pump station.

VI. Report on projects-Melissa Román

Román advises FAA is on furlough so no updates regarding 16/34 project. Regarding the FBO roof, she has not received the inspection report yet. Also, she advises she will have the feasibility study in 1-2 weeks.

VII. Business plan study group.

Burtuleit advises at the last meeting of the study group, it was thought the business plan should be properly split up between the FBO and the airport rather than a combined business plan for both entities. He said the next meeting will be more “nuts and bolts” rather than conceptual. Busby mentioned part of the business plan should be a discussion of what the City can offer any business coming to the airport. A discussion ensued around various possibilities for new business development at the airport.

VIII. Minimum standards and study group: insurance and liability issues study group.

Nebert initiated a discussion of the Minimum Standards draft he had sent to members of the committee for their review, focusing on a discussion of proposed insurance coverage levels for businesses who would be located at the airport. Smith advised any insurance requirements would be a decision made by the City Council. Nebert suggested regardless of the level of insurance required, it needs to be the same for all businesses. There was a discussion of “liability insurance” versus “product liability” insurance as it may related to premiums. Smith said this discussion could be possibly referred to the new city attorney when he starts work in a few weeks. Busby advises the City Council will be looking at the city business license process overall, and the airport should be consistent with the rest of the city in this regard. The council will need the statement regarding insurance from the minimum standards document in order to provide clarification for the committee.

IX. Airport historical revenue and expense report by City Manager.

Smith advises this report is not available at this time, but he will send it to committee members later. The report will provide data on fuel sales and landings, and Román is working on a labor force report to cover the period from 2001-2013.

X. Logo and sign proposals/concepts.

Smith reports he could not at this time locate artists for this project. Watkins offered for consideration a design he developed with a deco plane that included the bay bridge as part of the design. Fuller mentioned that

Knott was quite interested in this process and the committee may want to wait until he is able to be present.

- XI. Progress of SWOT suggestions/input/comments.
Smith advised this discussion will be dropped for now.
- XII. Informational report: Committee by-laws regarding terms of service for committee members.
Fuller presented City Ordinance 1515, which outlines terms of committee members' service, responsibilities of the committee, etc. Also a list of current members and their appointment dates. Nebert pointed out his dates as listed are incorrect; Fuller will contact appropriate city staff to correct the error.
- XIII. Committee Members Comments.
Burtuleit said the business plan group will be meeting this Friday at 3 PM at the airport.
Watkins said he appreciates Smith's attendance at the committee meetings. He would like to see the City staff engage with FISDO and FAA to build relationships with these and related entities. Smith advised airport staff recently attended a meeting with some of these entities; this is a process the airport is interested in pursuing. Smith also recommended the committee consider developing a presentation to City Council regarding a full-time airport director/manager and the role that person might play in developing a direction for the airport, in terms of why an airport director is needed and the issues facing the airport. Busby advises the airport will face increasing scrutiny in the near future. Watkins suggested activities such as a FEMA Regional Emergency Training could be held at the airport to highlight its importance in disaster response incidents.
- XIV. Public comment.
None.
- XV. Develop next agenda.
Hawley advised the next agenda will center around Smith's report.
- XVI. Adjourned at 5:00 PM.